Draft Project Review Checklist

Attachment J

Version 5 Draft Environmental Checklist

State Environmental Policy Act

For Agency Use Only

SEPA Case #: _____

Project Case #: _____

Related Case #: _____

Date of complete application: _____

Date of notice of application: _____
(If applicable)

[If the Applicant, Preparer, or Property Owner is a business, please also include name of contact person.]

1.1 Applicant

Name:
Mailing address:

Phone:
FAX:
Email:

1.2 Preparer (if different from applicant)

Name:
Mailing address:

Phone:
FAX:
Email:

1.3 Property Owner (if different from applicant)

Name:
Mailing address:

Phone:
FAX:
Email:

1.4 Location

Street address:

County:
County Assessor's number(s):

Section: ____ Township: ____ Range: ____
Legal description:

Water Resource Inventory Area (WRIA)#: _____

1.5 Project Description

Agency Comments

Project name: _____

Project Description:

(Describe your proposal below; attach additional pages if desired. Include dimensions, volumes, and units where appropriate; and all phases proposed, such as site preparation, construction, operation/use, and closure; as well as offsite aspects such as transportation and waste discharges/disposal.)

1.6 Schedule/Phasing

(Include start of construction, operation, closure date, etc, as appropriate.)

Agency Comments

Is this project a continuation or expansion of a previous proposal or are there other related actions planned (e.g. existing facilities, future additions, remodel, etc.)**?**

❑ Yes

Describe, including expected timing or schedule of any future projects and if future environmental analysis is expected. (Include additional sheets as needed.)

❑ No

Is this proposal a "Planned Action" under a county/city ordinance?

❑ Yes

❑ No

1.7 Special Reports

(List any special reports, studies, or environmental documents that provide information about the proposal, the site, or the area.)

Name of Report	**Date of Completion** (past or expected)

1.8 Permit Information

(Indicate all known required permits and licenses for the proposal.)

Permit or approval/Issuing Agency	**Application Date**	**Application / Permit #** (if known)

2.1 Planning, Zoning, and Other Designations

(Contact your local development services/planning office for assistance.)

Agency Comments

		None
Current Zoning:	_____	❑
Proposed Zoning:	_____	
Planning Area:	_____	❑
Shoreline Master Plan Designation:	_____	❑
Flood Zone:	_____	❑

Natural Resource Areas: (Designated by the city or county)	Yes	No
Forest land	❑	❑
Agriculture	❑	❑
Mineral	❑	❑

Critical Areas: (Designated by the city or county.) (Within 300 feet of Project Site)	Yes	No
Wetland	❑	❑
Frequently flooded	❑	❑
Aquifer recharge	❑	❑
Geologic hazard	❑	❑
Fish and wildlife habitat conservation	❑	❑
Other: _____	❑	❑
_____	❑	❑

Local, State, or Federal	Listed	Proposed	No
Historic Register:	❑	❑	❑
Cultural Site:	❑	❑	❑

Other applicable plans or local/state/federal designations?

❑ Yes: _____

❑ None known

2.2 Acreage

Total Acreage: _____

Project Site:
(Portion changed or used by project, including rezone, land division, construction phase, etc.) _____

2.3 Land Uses and Character

Agency Comments

Existing Land Uses and Character of the Site: (Description should also include both formal uses and any informal uses by the public—including access to neighboring areas.)

Past Known Land Uses:

Existing Adjacent Uses and Character

North:

South:

West:

East:

Proposed Land Use

(Check all that apply and provide the number of new units, lots, or square footage proposed.)

- ❑ Multiple-family/apartments _____ number of units proposed
- ❑ Residential subdivision _____ lots/units proposed
- ❑ Industrial development _____ new square footage proposed
- ❑ Commercial development _____ new square footage proposed
- ❑ Public Facility _____ new square footage proposed
- ❑ Agriculture
- ❑ Natural Resource such as mining or timber harvest
- ❑ Other: _____

2.4 Site Changes

Estimate the area of the site with each of the following cover types before and after the project (before and after totals should be equal):

Please name units used.

	Currently	When Project Is Completed
Roads, buildings and other impervious surfaces		
Agricultural (includes orchards, cropland, pasture, etc.)		
Meadow or Brushland (Non-agricultural)		
Forested		
Wetland (freshwater or tidal)		
Water surface area		
Unvegetated (rock, earth or fill)		
Other: _____		
TOTAL:		

(Check those project activities that apply and provide related information.)

❑ **Demolition or Renovation**
Method: _____

Waste use or disposal site: _____

❑ **Grading** Cubic yards proposed: _____

❑ **Filling** (import material to site)
Cubic yards proposed: _____ Source of fill: _____

❑ **Excavating** (export material off site)
Cubic yards proposed: _____

Disposal site or use: _____

Is fill or excavation proposed within surface waters, wetlands, or frequently flooded areas?

❑ No
❑ Yes
- ❑ Fill Cubic yards: _____
- ❑ Excavation/dredging Cubic yards: _____

Describe area(s) where this would occur:

Agency Comments

2.5 Surface Waters/Wetlands

Agency Comments

Are there surface waters or wetlands within 300 feet of the Project Site?

❑ No Closest surface water: _____

Distance: _____

❑ Yes Name and describe:

Describe any project actions (construction and uses) that will occur within 300 feet of the waterbody:

2.6 Plants

Circle the types of plants found on the site:

Deciduous trees: Alder, maple, aspen, other: _____

Evergreen trees: Fir, cedar, pine, other: _____

Shrubs, grass, pasture

Wet soil plants: Cattail, buttercup, bullrush, skunk cabbage, other: _____

Water plants: Water lily, eelgrass, milfoil, other: _____

Unique habitat: _____

Other types of vegetation: _____

None

List any threatened or endangered plant species known to be on or near the site. ❑ None known

2.7 Fish and Wildlife

Circle any animals that have been observed or are known to be on or near the site or that use the site as a travel corridor.

Birds: Hawk, heron, eagle, songbirds, other: _____

Mammals: Deer, bear, elk, beaver, other: _____

Fish: Bass, salmon, trout, herring, shellfish, other: _____

Other: _____

List any threatened or endangered animal species known to be on or near the site. ❑ None known

2.8 Hazardous Materials

Is there any evidence that the project site has been contaminated with any type of hazardous substances (solvents, fuels, pesticides, etc.)?

❑ Yes Describe:

❑ No

Will the project involve the use, storage, production, or transport of any potentially hazardous materials?

❑ Yes Describe, including name of material and related activity:

❑ No

2.9 Solid Waste

What type(s) of "solid waste" will occur as a result of the project? For each class of waste, describe proposed disposal methods/locations, including recycling or reuse if proposed:
(Include any waste material that will not be discharged as wastewater or air emission.)

Agency Comments

Agency Comments

2.10 Air

List all new potential air emissions (dust, steam, carbon monoxide, volatile organics, etc.) from the project, including expected quantities where calculable:

❑ None

2.11 Light, Glare and Aesthetics

What views will be changed as a result of the project?

❑ None

Will the project result in additional light or glare?

❑ Yes Describe:

❑ No

2.12 Noise and Vibration

What types and levels of noise and/or vibration will result from the project? (Include both during construction and use; and offsite, onsite, indoor and outdoor conditions.)

2.13 Transportation

Agency Comments

Will transportation methods other than roads/motorized vehicles be used to access the site? (Air, water, rail, pedestrians, bicycles, etc.)

❑ Yes Describe:

❑ No

Are there any public transit options that serve the area?

❑ Yes Describe:

❑ No

Location of existing or proposed site access (Road name(s)/ distance(s) from nearest intersection):

Major arterials serving the site:

Vehicular traffic generated by the project:

	Peak hours trips/day	Time of peak hours
During construction:	_____	_____
During operation/use:	_____	_____

❑ **Proposed new roads** (Include details on site plan)

❑ **Proposed road improvements** Location/description:

	Existing spaces:	Spaces after project:
On-site parking:	_____	_____
Off-site parking:	_____	_____

2.14 Service Providers

School District: _____

Health District: _____

Police Services: _____

Fire Services: _____

Other Emergency Services: _____

2.15 Utility Needs

(Check any/all utilities where there would be a new or increased need as a result of the project, and provide related details requested.)

❑ **Water**

Peak gallons per day proposed: _____

Water source:

❑ Public utility / name: _____

❑ Surface water / name: _____

❑ Private well

❑ Private water system / name: _____

Is a new well, diversion, line, or connection required?

❑ Yes ❑ No

❑ **Energy**

❑ Electricity

❑ Natural gas

❑ Fuel / type: _____

Is a new facility, generator, line, or connection required?

❑ Yes ❑ No

❑ **Sanitary Waste**

Gallons per day _____

Discharge to:

❑ Public utility / name: _____

❑ Septic system

❑ Other _____

Is a new system, line, or connection required?

❑ Yes ❑ No

❑ **Industrial Wastewater**

Gallons per day _____

Discharge to:

❑ Public utility / name: _____

❑ Other: _____

Is a new system, line, or connection required?

❑ Yes ❑ No

Describe the waste (nutrient levels, other potential contaminates, temperature, etc.) at discharge:

❑ **Stormwater**

Gallons per day _____

Drain/discharge to:

❑ Public utility/name: _____

❑ On-site

❑ Other_____

Is a new facility, system, line, or connection required?

❑ Yes ❑ No

Agency Comments

3.1 Site Map

Site Map(s) should be attached and must include the following information:

If you are unable to include all necessary information on a single site map, you may submit several versions that provide different layers of information. If using more than one map, please provide the map number in the right hand column to identify where the information is provided.	Map #
❑ A vicinity map (scale - no smaller than 1 inch equals 200 ft) ❑ A north arrow, map scale, and date ❑ Identify and locate existing adjacent land uses ❑ The location of all existing and proposed property boundaries and easements, including dimensions ❑ The location of adjacent roadways, including access, ingress, and egress to the project site ❑ The location of existing and proposed structures, improvements, wells, on-site roadways, trails, parking areas and utilities ❑ The location of any new roads and road improvements off-site ❑ The boundaries of all proposed clearing and grading ❑ Topographic contours sufficient to accurately describe existing and proposed topography ❑ The location of any water features such as streams, lakes, shorelines, springs, seeps and wetlands. Include names, if appropriate ❑ The location of any designated natural resource lands, critical areas, flood plains, and floodways and their required buffers or setbacks ❑ The location and dimensions of any other proposed and required setbacks ❑ The location of any geologic hazard areas, including steep slopes and landslide hazards ❑ The location of any historical, archaeological or cultural resource located on the property or affected by the project ❑ Name the soil types and identify their locations on site using the NRCS Soil Conservation Survey (Soil types and their corresponding numbers may be listed separately.) ❑ *Optional:* The GPS coordinate and the location(s) on the site where the coordinate(s) was taken, if done.	

Part 4 Identification of Impacts

This section will summarize much of the information already provided but will allow the applicant the opportunity to consider how actions and conditions together contribute to environmental impact and risks, and at their option, may rate those risks as minor, moderate, or major.

4.1 Existing Conditions: (Onsite or nearby)

Existing site conditions are typically not impacts in themselves, but may increase the potential risk/impact from project actions.

Check each item below that applies to any portion of the project site and/or the area within 300 feet.	Agency comments
Natural Environment	**Designated under GMA, SMA, MTCA or other regulation?**
❑ Surface water Does the water body meet Water Quality Standards? ❑ Yes ❑ No, describe:	❑ Yes ❑ No
❑ Wetland(s)	❑ Yes ❑ No
❑ Frequently flooded area/Flood zone	❑ Yes ❑ No
❑ Wellhead protection area/Aquifer recharge area	❑ Yes ❑ No
❑ Unstable soils/Geologic hazards	❑ Yes ❑ No
❑ Fish or wildlife habitat/Wildlife corridor Threatened or endangered species? ❑ Yes ❑ No Unique Habitat? ❑ Yes ❑ No	❑ Yes ❑ No
❑ Threatened or endangered plant species	
❑ Scenic view(s)	❑ Yes ❑ No
❑ Hazardous material contamination	❑ Yes ❑ No
❑ Air quality issues (including odor) Describe:	❑ Yes ❑ No
❑ Water availability issues Describe:	❑ Yes ❑ No
❑ Other: _____	❑ Yes ❑ No

Identification of Impacts continued

4.1 Existing Conditions: (Onsite or nearby)

Check each item below that applies to any portion of the project site and/or the surrounding area including roads and other infrastructure serving the site.	Agency Comments
Built Environment and Infrastructure	
❑ Light and glare	
❑ Noise and vibration	
❑ Road/Traffic/Parking issues Describe:	
❑ Other Transportation problems Describe:	
❑ Safety hazards Describe:	
❑ High demand on service providers (schools, police, fire, etc.)	
❑ Energy/Fuel shortage	
❑ Utility capacity	
Site Planning/Zoning/Designations	
❑ No current zoning	
❑ A rezone, conditional use, or variance required	
❑ Incompatible with Shoreline Master Plan Designation	
❑ Historic or culturally significant site	
❑ Other: _____	
Land Uses and Character	
❑ Existing formal or informal public use of the site	
❑ Highly populated area (hospital, school, offices, homes, etc)	
❑ Character of the area varies from the project	
❑ Other potential land use conflict/incompatibility: _____	
❑ Existing or past land uses provide environmental or geological hazard(s)	
❑ Other: _____	

Identification of Impacts continued

4.2 Project Actions

Project actions can have a potential environmental impact that is minor, moderate, or major dependant on the nature and the magnitude (volume/intensity/duration) of the action, and on the conditions in which it is done—including existing site conditions. Potential impacts listed in parentheses are intended to help in assessing your project's impacts, but should not be considered a complete list. It should also not be expected that all the potential impacts listed with an action apply under every project's conditions or that all potential impacts will require mitigation.

Check all those that are a portion or result of the project. The applicant or their agent also has the option of providing a rating of the potential impact(s) as minor, moderate, or major, with consideration made of the interaction of multiple actions and site conditions.	**Optional** Minor	Moderate	Major
❑ **Removal or degradation of vegetation** (unstable soils, erosion, habitat loss, water quality/loss of nutrient uptake/increased sedimentation, aesthetics)	❑	❑	❑
❑ **Upland** (increase runoff, mass wasting, landslides)	❑	❑	❑
❑ **Riparian/buffer/wetland/surface water** (water quality/temperature, loss of wetland functions and values)	❑	❑	❑
❑ **Grading/fill/excavation** (unstable soils, erosion, groundwater impacts, disposal)	❑	❑	❑
❑ **Within Wetlands/surface water/floodplain** (water quality, fish and wildlife, and other water body/wetland functions/values, new or increased flooding, marooning of fish in flood events)	❑	❑	❑
❑ **Increased impervious surfaces,** such as buildings or paved areas (increased runoff, loss of groundwater recharge)	❑	❑	❑
❑ **Hazardous materials, storage, production, transport or use,** such as solvents, pesticides, petroleum products, chemicals, or other pollutants (contamination of air, soil, surface or ground water, sediments; fire, medical, and/or other service demand; plants, fish and wildlife, human health and safety)	❑	❑	❑
❑ **Construction or installation of structures** (truck traffic, disposal, aesthetics, air quality, water quality, unstable soils, noise, glare, shading, increased service demands, safety)	❑	❑	❑
❑ **Within Wetlands/surface water/floodplain** (plants, fish and wildlife habitat, flooding, other water body/wetland functions/values)	❑	❑	❑
❑ **New vehicular traffic** (traffic congestion, safety hazards; parking demand, air pollution, water quality, soil contamination, service demand, noise)	❑	❑	❑

Agency Comments

Identification of Impacts continued

4.2 Project Actions continued

Check all those that are a portion or result of the project.

	Optional			Agency Comments
	Minor	Moderate	Major	
❑ **Other increased transportation demand** (shoreline impacts, air quality, water quality, soil contamination, erosion, noise, service demand	❑	❑	❑	
❑ **Increased nutrients (to soil or water)**, such as animal waste, biosolids, septic, fertilizers, and plant or other organic waste (water quality/nutrient loading and dissolved oxygen; odor)	❑	❑	❑	
❑ **Discharge of wastewater (to soil or water)**, (ground water and surface water quality/ temperature, dissolved oxygen, nutrient load, clarity, sediment, other pollutants; plants, fish, wildlife, human health)	❑	❑	❑	
❑ **Waste disposal** (landfill consumption; contamination of soil, air, ground and surface waters)	❑	❑	❑	
❑ **Burning or other air discharge** (air quality, human health, service demand, aesthetics, corrosion, acidification of waterbodies)	❑	❑	❑	
❑ **Energy consumption** (energy availability)	❑	❑	❑	
❑ **Electricity** (water quality/temperature, dissolved gas; water availability; fish; wildlife;	❑	❑	❑	
❑ **Fuel** (contamination of soil/water, see "Burning or other air discharge")	❑	❑	❑	
❑ **Water consumption** (water availability, plants, fish, wildlife, recreation, energy availability)	❑	❑	❑	
❑ **Natural resource consumption**, such as mineral, rock, sand, gravel, wood, etc. (Resource availability)	❑	❑	❑	
❑ **Noise**, such as heavy truck traffic, demolition, blasting, some industrial activities, etc. (noise impacts)	❑	❑	❑	
❑ **Change of use--general** (retrievable or irretrievable loss of existing use(s) such as wildlife habitat, natural resource production, agricultural land, low-income housing, etc.)	❑	❑	❑	
❑ **Displacement of formal or informal public uses** (loss of public use such as recreational opportunities, access to neighboring areas, etc.)	❑	❑	❑	
❑ Other: _____	❑	❑	❑	

Part 5 Proposed Mitigation (Optional)

Mitigation is anything done to reduce or eliminate impacts, and may take place when a project is designed, permitted, constructed, in use, or during closure. The selection of appropriate mitigation takes into consideration the existing conditions of the project site and the surrounding area, as well as the type and magnitude of the potential impact.

This section provides the applicant and/or their agent the chance to identify how they intend to reduce or eliminate the potential impacts of the proposal. This should include any mitigation measures that are required under local, state, or federal regulations, to the extent known.

Agencies with permits or other approvals for the project may identify further mitigation requirements for any remaining adverse impacts. If reasonable mitigation cannot be identified to reduce adverse impacts to an acceptable level, permits or approvals may be denied.

Agency Comments

Part 5 Proposed Mitigation continued

(Additional sheets may be attached.)

Agency Comments

Part 6 Signature of Preparer:

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision. I also understand that additional information may be requested of the applicant by the lead agency upon review of this checklist.

Signature: _____ Date Submitted: _____